

Chapter III – IS Student Learning Outcomes

Instructional Services are meant to help displaced homemakers move from dependence to independence. DHP Contractors success in helping displaced homemakers make this transition will be measured by each client's level of achievement in reaching the DHP Student Learning Outcomes.

The DHP Student Learning Outcomes are based on the DHP Goals developed by the Displaced Homemaker Program Statewide Advisory Committee. They are enclosed in this chapter for your reference.

This chapter includes information about required documentation and DHP Forms that will allow student learning outcomes to be tracked at the state level. In addition, this chapter includes suggested tools for measuring student learning outcomes.

Client Files

Client files must be maintained for each individual who is reported to the HECB as enrolled in IS. Each client file must contain an original or copy of the required documents listed below, and other documents as they apply to each client and/or DHP Contractor.

Required Documents

Each client file must contain a copy of the following:

- Intake Form
- Exit Form
- Follow up Form (when requested by the HECB)
- BESI pre- and post-test (copy/original of the complete BESI)
- Draft/Completed Resume
- Attendance Records (may be kept on a class roster rather than in individual student files.)
- Action/Personal Plan (Step 5 of the BESI can be used)

A copy/original of other forms or documents may be required in each file, depending on the instructional components offered, for example, if the Financial Management component is offered, each clients' file should include a household and/or personal budget.

- Household/Personal Budget
- Cover Letter
- Job Application, Sample/Real
- Practice Interview Checklist (or local program interview evaluation form)

Suggested Tools	The following tools have been developed to aid DHP Contractors in monitoring clients' achievement of DHP Student Learning Outcomes. These tools are only suggestions.
Client File Checklist	Upon request, Client File Checklists are available from the HECB.
Practice Interview Checklist	Upon request, Practice Interview Checklists are available from the HECB. They are used to document that a client completed a practice interview. They are also used to provide peer reviews and constructive feedback to clients.
Attendance Roster	Upon request, Attendance Rosters are available from the HECB. Attendance rosters are used to track attendance and the level of participation by clients. In addition, attendance rosters identify lessons taught on a day-to-day basis.
Client Achievement Checklist	<p>Upon request, Client Achievement Checklists are available from the HECB. The Client Achievement Checklist is used to document each DHP Student Learning Outcome each client has achieved. The Client Achievement Checklist includes assessment measures or suggested instruments for measuring achievement of student learning outcomes.</p> <p>If any of the suggested tools listed above are used to monitor achievement of DHP Student Learning Outcomes, a copy of each should be kept in each client file.</p> <p>If the DHP Contractor has developed other tools for measuring achievement of student learning outcomes, a copy of each should be kept in each client file.</p>